

Local Enterprise Office Kildare (LEO)

Tender Brief for Business Advice Clinics for 2014 to 2017

The Local Enterprise Office Kildare is seeking tenders for the provision of a number of Business Advice Clinics over a three year period from 2014 to 2017. A contract will be drawn up initially for one year but subject to budgets and satisfactory performance, contracts will be rolled over during the period.

The clinics will be held at various locations throughout Kildare. Times of the clinics will vary but will include evening work. It is estimated that between 30 and 35 clinics will be held in any one year. The LEO will book and pay for venue costs and will arrange appointments, usually on an hourly basis.

Applicants should have experience in working with and advising small business owners and those proposing to start a business, on the following topics:

- Role of LEO and other Government Enterprise Support Agencies
- Funding for small businesses
- Legal issues for start-ups
- Marketing, sales and promotion
- Finance and cash flow
- Taxation
- Business planning
- Tendering
- Health and Safety
- General advice

Applicants should be familiar with the LEO funding criteria and those of other government bodies, including the Department of Social Protection.

A relevant third level qualification is essential.

Freedom of Information

Tenderers should be aware that, under the Freedom of Information Acts 1997 and 2003, information provided by them during this procurement process may be liable to be disclosed.

Tax Clearance

Prior to the award of any contract, the successful Tenderer will be requested to produce a Tax Clearance Certificate from the Revenue Commissioners.

INSURANCE

The successful Tenderer will be required to hold an appropriate level of Professional Indemnity Insurance.

Award Criteria

The tenders will be adjudicated using the following scoring system:

1. Relevant experience (Max Score 30)
2. Education (Max Score 30)
3. Quality of approach (Max Score 20)
4. Price (Max Score 20)

Two Tenders must be submitted in **hard copy** format to:

The County Secretary, Kildare County Council, Aras Chill Dara, Naas, Co.
Kildare

Tenders should be marked Confidential and with the words Request for Tender for LEO Business Advice Clinics. The Tenderer's name and address should also be included on the outside of the tender.

Closing date for receipt of tenders is **12 noon on Thursday 5th June 2014**. Late tenders will not be accepted.